



<b>Department:</b>	PW/Engineering
<b>Bargaining Unit:</b>	Mid-Mgmt
<b>Salary Range:</b>	M61
<b>Last Revision:</b>	December 1996

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## **CITY OF HOLLISTER**

### **CAPITAL IMPROVEMENT PROJECT MANAGER**

#### **DEFINITION**

To plan, direct, coordinate, and supervise the development and administration of the City's Capital Improvement program and other related duties as required.

#### **SUPERVISION EXERCISED**

Exercises direct supervision over professional, technical, and clerical staff.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Manage Department Capital Improvement Project programming, budgeting, scheduling, updating, and monitoring.

Manage preparation and updating of Public Works Master Plans.

Manage preliminary design development of new projects in Capital Improvement Programs, including provision for public input into the design process.

Facilitate the timely and efficient completion of planned projects in accordance with established guidelines, specifications and financial constraints.

Manage the preparation of financial plans for various Capital Improvement Projects.

Assist and coordinate the preparation of infrastructure development and maintenance management for City facilities.

Monitor the activities of other governmental agencies and coordinate interagency relations, as related to capital projects.

*City of Hollister*  
*Capital Improvement Project Manager (Continued)*

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Coordinate the processing of Capital Improvement Projects through the permitting and environmental process.

Prepare request for proposals for professional services and negotiate contracts for design and construction management.

Coordinate construction management services, including inspection, contract change orders, review of submittal/shop drawings, and authorization of contractor payments.

Manage the preparation of plans, specifications, and estimates for all types of public facilities.

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**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Perform supervisory tasks for assigned employees to include review, evaluation, praise, discipline, and development of training programs.

Assist in the development and implementation of department goals, objectives, policies, and priorities.

Prepare oral and written reports to City Manager, City Council and other community groups.

**OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Principles of engineering, organization, administration budget, and project management for Public Works projects.

Codes, laws, and regulations pertaining to public facilities, subdivisions and professional engineers.

Budget analysis and development techniques.

Principles and practices of construction management, with emphasis on negotiating, records and construction techniques/methodology.

**Ability to:**

Apply proper technical and construction techniques to problems identified.

Communicate clearly and concisely, orally and in writing.

Select, supervise, train and evaluate professional, technical and clerical staff.

Apply proper technical and construction techniques to problems identified.

Establish and maintain effective working relationships with public groups, agencies, the media, and other contacted in the course of work.

Plan and evaluate construction projects.

**Experience and Training Guidelines**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

A combined minimum of seven (7) years experience in project management, construction contract administration, public works management, and design of public facilities.

**Training:**

Bachelor=s Degree from an accredited institution with major in civil engineering, construction management or related field or equivalent post graduate education is preferred.

**License or Certificate:**

Possession of a valid California Driver=s License is required, and registration as a professional civil engineering in the State of California, or registration as an Engineering Construction Inspector is preferred at the time of appointment.

**Special Requirements**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment with some ability to walk, kneel, crouch, stoop, squat, and climb; some exposure to noise, outdoors, and confining work space; ability to travel to different sites and locates.

**Effective Date:** December, 1996